

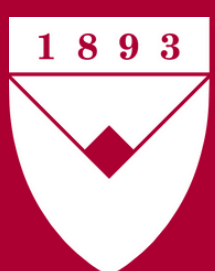
Writtle
University
College

FE Induction Welcome Guide

2023/24



#WUCBELONG



WUC
BELONG



Welcome

I am delighted to welcome you to Writtle University College for your further education journey. As the Director of Further Education, I am pleased to guide you through this exciting phase of your academic and personal development. We believe in providing our students with a holistic education that extends beyond the classroom. Our goal is to equip you with the knowledge, skills, and experiences necessary to thrive in your chosen field and make a positive impact on society.

This induction guide will provide you with essential information about our college and the support services available to you. Throughout your time here, you will have access to a dedicated team of academic and support staff who are committed to your success, so please ask them if you have any questions.

As you embark on this new chapter, I encourage you to approach your further education with enthusiasm, curiosity, and a willingness to embrace challenges. It is through these experiences that you will discover your true potential and develop the skills necessary for a successful future.

I am confident that your time at here will be transformative and rewarding. On behalf of the entire institution, I extend my warmest congratulations and wish you every success in your further education journey.

**Kersty Ellis –
Director of Further Education
Writtle University College**



A Warm Writtle Welcome

Your first day

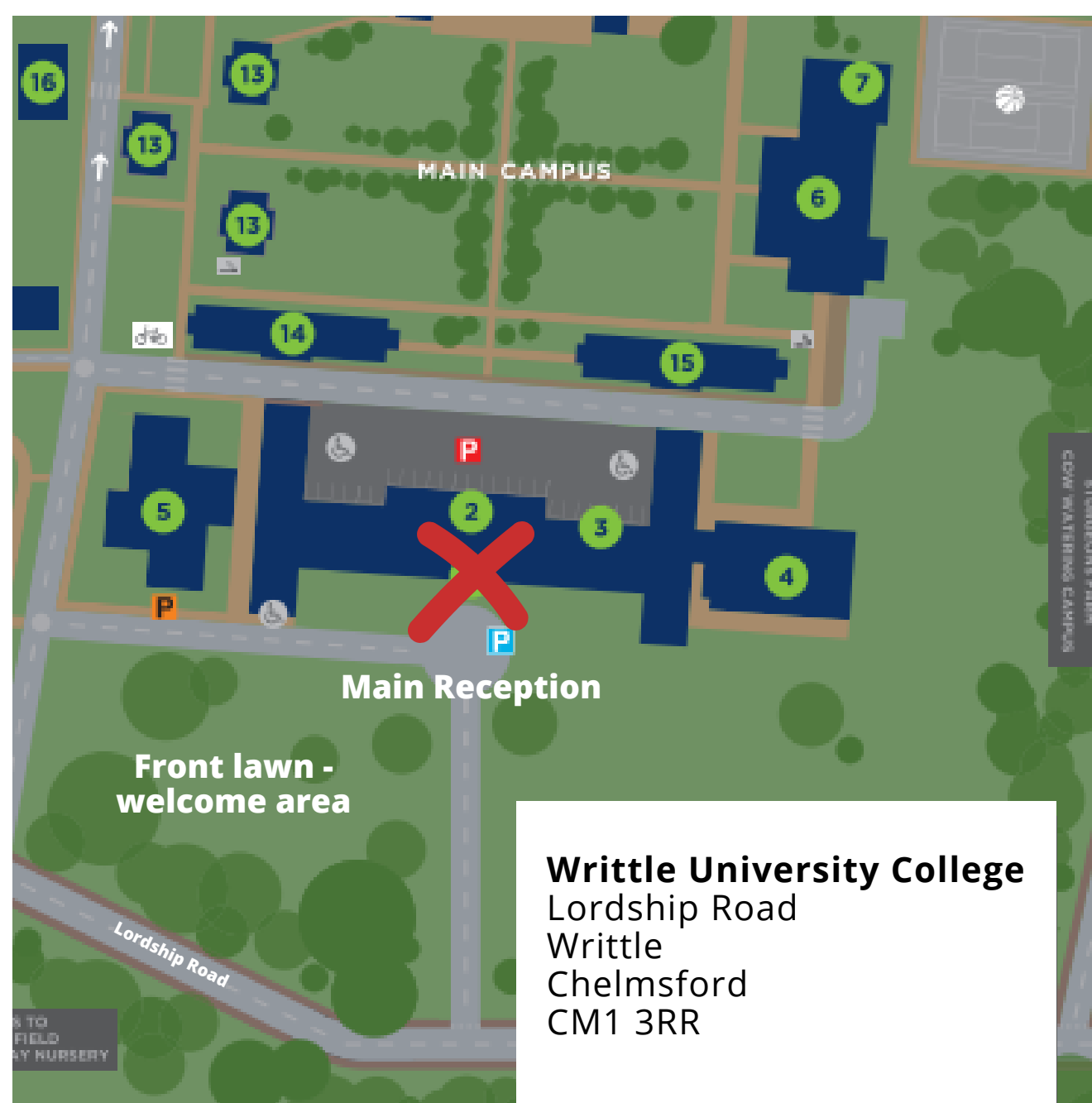
Your Induction is a programme of activities and events that will help you become part of the WUC community. You will learn about what to expect from your chosen study programme, attend various workshops and interact with your new classmates.

FE induction week for new college students starts on w/c 4th September.

All Level 2 and Level 3 Year 1 learners will be in college Monday/Tuesday or Wednesday/Thursday of this week. You will be given your start day at GCSE enrolment when you visit us in August.

On your first day please arrive at WUC main reception located on our main campus for 9am and head to your base room (this will be on the letter given to you at GCSE enrolment).

There will be staff located on the front lawn, at main reception and around the building on hand to support you and direct you to the right room, so don't worry!



Over the course of your first day you will:

- Get to know your new classmates and course manager
- Meet key college staff at the FE Welcome
- Receive important information about your chosen study programme
- Attend a workshop delivered by the wellbeing team on self-care while studying
- Hear from the careers team
- Have a chance to meet the Essex Therapy Dogs over lunch
- Take part in a college treasure hunt
- Attend a welcome session in the FE Hub
- Induction Fair

Day two of your induction will be a chance for you to:

- Visit your curriculum area
- Meet your teaching staff
- Hear more about the work placements you will be undertaking
- Get to know the Maths and English teams for those retaking GCSEs



Wearing your ID badge

Writtle University College



Student



Properly wearing an ID badge enables students, staff and visitors to be easily identified. Wearing your ID badge is critical in helping determine whether individuals are authorised to be on campus.

Please help us keep your campus safe.

If you ever forget or misplace your lanyard, a temporary lanyard can be obtained from Main Reception.

Eating Outlets

There are lots of options available around our campus for when you need a break and some fuel!

We also have a small convenience store on campus for those everyday essentials.

On the go

Pick up a snack and a drink from our Thyme Out and Watering Hole cafes – then pause for a break or head off to your next class.

Pull up a chair

Sit down for a meal with friends at our Garden Room restaurant, there's a themed menu daily with many tasty options as well as a Starbucks counter.

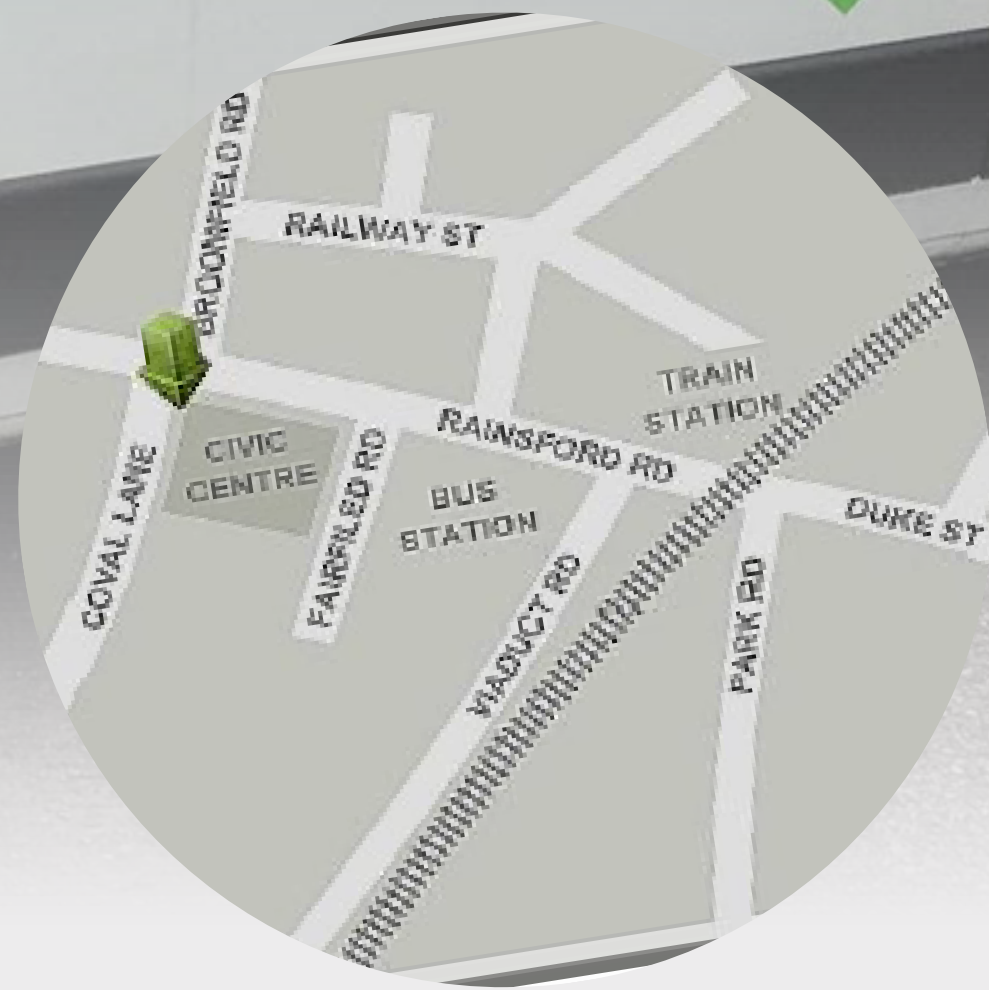
Vending Services

There are also various vending machines located across our campus' where you can grab drinks and snacks on the go.



Writtle University College

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Transport

Making your journey easier

WUC Free Shuttle Bus

Are you travelling to WUC by train or public bus services?

Writtle University College operate a free shuttle bus service from and to Chelmsford Railway/Bus Station area on a first come first serve basis during FE term times only.

The minibuses stop in Coval Lane, Chelmsford, (by the Council Offices). There is no fee or need to book a place on this service.

Just get yourself to the collection point during operational times and be wearing your student lanyard with student card for identification (for the first week of the academic year, students will only be required to bring their student number until they collect their student I.D card).

If you are using the shuttle service to get back to Chelmsford after College, the pick up point is outside the front of the building at the bus stop.

Morning - (Coval Lane - WUC) 8:00am to 9:15 am - Mon-Fri - Full service

Day - (WUC - Coval Lane) 10am to 3:00pm - Mon-Fri - Limited service

Evening - (WUC - Coval Lane) 3:00pm to 6:00 pm - Mon-Fri - Full service

For more information on transport please visit our website:

writtle.ac.uk/Transport or email transport@writtle.ac.uk



Money Matters & Absences

We're here to support you

Money Worries?

Students who find themselves experiencing financial difficulties can apply to our Further Education Bursary fund, once they have commenced studies. Depending on your situation, we may be able to provide financial support to assist with travel, course related costs, meals, childcare and accommodation.

16-19 Free Meal Award:

Free meals can be awarded to students who were in receipt of a free school meal. Evidence is required.

16-19 Discretionary Bursary:

The bursary is awarded to those students with low household incomes, evidence is required.

16-19 Residential Bursary Fund:

WUC will only accept students of 18 years and above in halls of residence. A contribution of up to £4,000 can be made towards hall fees or private lodgings. Household income evidence will be required.

16-19 Vulnerable Student Bursary:

This bursary is for students within one of the following groups:

- Aged 16-17 and in care of the local authority (living with foster carer(s))
- Aged 16-18 and leaving care
- Aged 16-18 and in receipt of Income Support, Universal Credit, ESA, DLA or PIP

Application forms are available on our website:

www.writtle.ac.uk/Financial-Hardship-Assistance and from the Student Finance office.

E: Bursaries@writtle.ac.uk

Reporting Absences

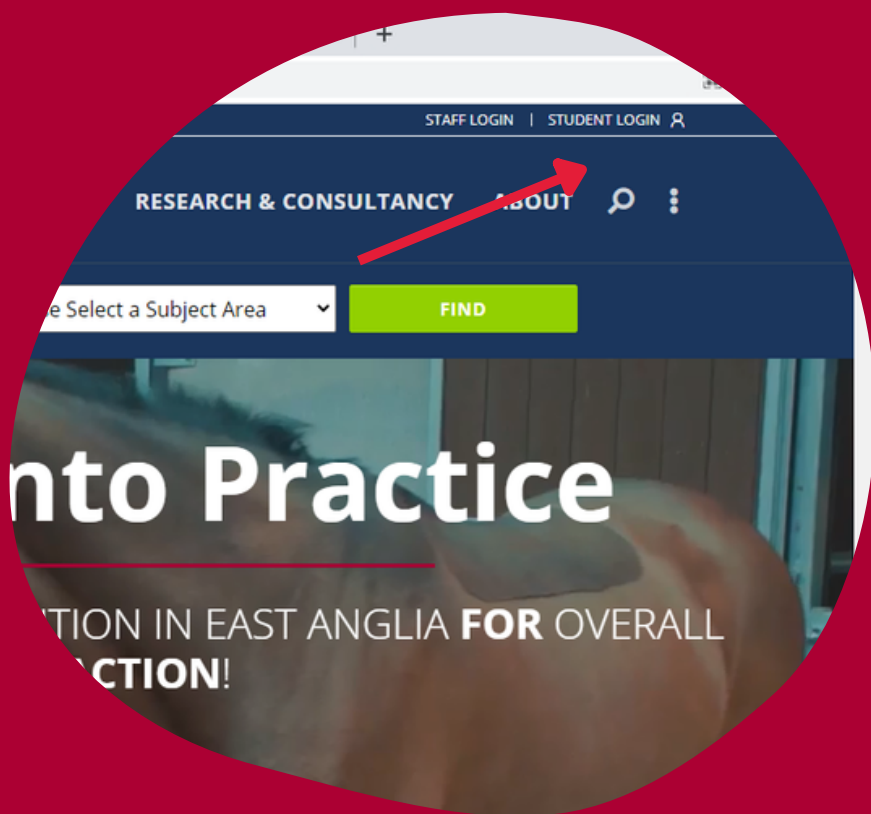
Reporting absences: If you are unable to attend any timetabled or study programme activity you will need to do one of the following:

Email - absence@writtle.ac.uk

Text - 07860035345

Call - 01245 424234

Accessing Your Student Email



Go to the WUC Website

1. Go to the Writtle University College Website: writtle.ac.uk/ and at the top right corner click Student Login

Select Email from list

2. This will lead to a page where you will need to select **Email** from the list (under web facilities)



Log in using your details

3. You will be able to log in to your email:

Your Email address will be your student number followed by @writtle.ac.uk: e.g. 983*****@writtle.ac.uk

Your initial Password (which you should change) will be Wuc followed by your date of birth: WucDDMMYYYY e.g. if your birthday was 1st June 2005, your password would be Wuc01062005

* You will not be able to access your student email account until you are fully enrolled with us and 24 hours has passed.

This email account will be yours for the duration of your studies with us. Please keep an eye on this inbox in the coming weeks for important information prior to your induction week.

If you have any problems accessing your student email account, please contact us:

supportdesk@writtle.ac.uk

BRING YOUR OWN DEVICE

For September 2023, all students will be required to bring an appropriate laptop for their studies at Writtle University College.

There are a number of important considerations that you should take into account to ensure that you have a suitable machine and are able to run the software provided as part of your course.

STUDENT LAPTOP RECOMENDATIONS

Windows, MAC or Chromebook?

Our Recommendation: It's personal choice, but we recommend opting for a Windows based laptop.



WHAT WINDOWS VERSION?

The Microsoft Windows operating system is available on most new laptops as "Windows 10" or "Windows 11". Laptops running in "S" (secure) mode only allows installation of Microsoft approved applications from the Microsoft Store. "S" mode can be disabled - but this is a permanent change, which cannot be reversed

Our Recommendation: It's personal choice, but be aware of the potential requirement to turn "S" mode off.



WHAT SPECIFICATION SHOULD I GO FOR?

The level of specification is largely down to cost. Generally, the higher the specification, the longer usable lifespan of the device. However, the following is a minimum specification:

- RAM - 4GB (although 8GB is recommended)
- HDD/SSD - 256 minimum

NEED FURTHER GUIDANCE?

For further advice, please look at the "Equipment and materials" information on the Writtle Website subject pages for course specific requirements.

If you are have any concerns about accessing the IT equipment for September or are worried about how to afford the necessary equipment, please contact us by 23rd August as we have some limited funding to help support you.



FIND OUT MORE

[WRITTLE.AC.UK/STUDENT-LAPTOP-RECOMMENDATION](https://www.writtle.ac.uk/student-laptop-recommendation)

ASKUS@WRITTLE.AC.UK

SCAN ME



YOU'RE IN SAFE HANDS

OUR SAFEGUARDING TEAM ARE HERE TO HELP



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USE THE QR CODE TO RAISE YOUR CONCERN



safe@writtle.ac.uk

If you are worried about the safety and/or wellbeing of a member of the WUC community please let us know. If you know of a WUC student that may be at risk of abuse, radicalisation or bullying and/or any form of exploitation, please report this to a trusted member of WUC staff as soon as possible. For a copy of our Safeguarding & Prevent Policy please visit the Policies & Procedures section of our website: www.writtle.ac.uk

BRITISH AT WUC VALUES

Democracy



Making decisions together and having your say through:

- Student Voice 'You said, we did'
- Student Council
- Student Union
- Liaison meetings

Rules of Law



Respecting WUC's rules and legislation

- Student expectations are signed at the start of the year
- Staff will follow legislation and WUC rules to protect the students in their care
- WUC rules are respected
- Wearing a lanyard

Individual Liberty



Being able to be unique and have your own opinion

- Not to judge other peoples opinions
- Able to express their own opinion and style
- Having a freedom of speech

Mutual Respect



Being respectful and polite to others

- Recognising that everyone is unique and special
- Treating everyone fairly
- Being polite around campus
- Being tidy and caring to the environment

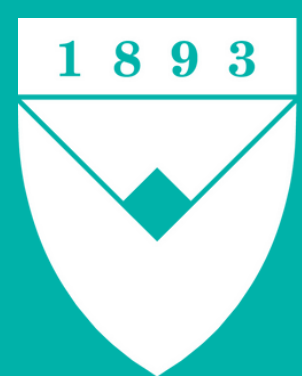
Tolerance



Being understanding to individualisation

- Learning about different cultures and faiths
- Listening to other peoples viewpoints
- Sensitive topics are managed properly and supported





**WUC
BELONG**



Lost and not
sure where
to go?

Have a
question?

Need a
chat?

Worried
about
something?

**COME TO ONE OF OUR
WUC BELONG DESKS
AND WE WILL HELP
YOU!**



www.wuc-welcomehub.co.uk



VIRTUAL
2023 WELCOME
HUB

Your one stop resource to
help you settle at WUC

#TOCOLLEGEANDBEYOND

Did you know...

That we also offer
University courses
here at WUC?

Many of our Level 3
college courses have
direct progression
routes onto one of our
exciting degree
courses such as
**Conservation, Animal
Management, Sport
& Exercise Science
and much more!**

Incentives For Progressing

As an FE college student progressing to WUC you will have access to specific incentives.



Job Opportunities & Careers

Graduates statistically make more money than non-graduates. After student loan payments, they will make £100,000 more over their lifetime than those who didn't go to university. There is also more opportunity to work internationally.



Stress-Free Application Process

Guaranteed a conditional place (based on entry tariff points) with a positive reference from your tutor.



It Could Be Fun!

As a University student, you can live on site in our halls of residence! You'll learn to be more independent in a supportive and safe environment - a true stepping stone into adulthood!

